

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Personnel Security Division

FROM : Chief, Security Branch

SUBJECT: Consultants

DATE: 14 October 1948

1. With reference to the investigation of consultants, it will be necessary in each instance hereafter that the operating division requesting the service of the consultant advise I&S of the manner in which the services of the consultant are to be utilized. This information should sufficiently explain the following points which are necessary to conduct a field investigation:

a. Will the subject be used in Washington [REDACTED]

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b. Is the consultant to be employed in a semi-covert capacity without his association with CIA being known.

c. In light of b above, is this investigative inquiry to be made of subject's employment on CIA credentials.

2. In every case a request for investigation of EIB should specify the conditions of investigation. This will require a separate memorandum in each case in order that there may be no break in any cover arrangement established. It is highly possible that inquiry of the immediate employers of the subject, particularly friends and relatives associated in the same business, may be highly embarrassing to the subject. In such cases the Appraisal Division should scrutinize the PHS and eliminate those references which might be embarrassing to the subject during the course of investigation. Appraisal will be responsible for reviewing each consultant request to determine that sufficient information is at hand prior to an actual investigation. In every case the PHS should be examined to determine whether or not an existing security investigation may be existent in the Government, which would eliminate the necessity of an investigation by EIB.

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